



Compulsory Egyptian Medical Training Authority

Continuing Professional Development

Bylaws

2018



Compulsory Egyptian Medical Training Authority

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Glossary of Terms

Accreditation:

The decision that a provider has met quality, educational and other criteria set out by the accrediting body.

Activity:

An educational event for health care providers which is based upon identified needs (a needs assessment), has specified educational objectives and is evaluated to demonstrate that the needs have been met.

Audit (clinical):

A quality improvement process that seeks to improve patient care and outcomes through systematic review of care against explicit criteria leading to the implementation of change.

Audit (general)

An evaluation of a person, organization, system, process, project or product, performed against defined standards or criteria, to ascertain the validity and reliability of information, and to provide an assessment of a system's internal control.

Assessment

It is the measurement of the performance of an individual at a particular point in time, usually against predetermined standards. Assessments measure progress based on relevant curricula, and the results of assessment may lead to appraisal scoring if appropriate.

Blended learning:

An educational programme that combines compulsory participation in a Live Educational Event and completion of an associated e-learning part.

Competency/Competencies

This term is used to encompass knowledge, skills, attitudes, behaviors and performance. The effectiveness of a CPD activity may be evaluated by documenting a change in one or more competencies. However, this is not the only way of evaluating effectiveness.

Continuing Medical Education (CME)

Continuing medical education consists of educational activities that serve to maintain, develop or increase the knowledge, skills and professional behaviors that a doctor uses to provide services for patients, the public and the profession. The content of CME is the

body of knowledge and skills generally recognized and accepted by the profession, by the basic Medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

CPD Approval:

The decision that an event or product (activity) has met the requirements for CPD.

CPD Program:

It is the range of resources and activities to support CPD; a mechanism for participants to plan, document and self-evaluate activity; processes for assessing and crediting activities, and procedures for monitoring program participation and, where applicable, activity, quality and auditing compliance.

CPD Provider/ Organizer:

An organizer for CPD that has been evaluated by CEMTA-Accreditation and be able to provide professionals with high-quality scientific educational programs

Commercial or industry interest:

Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

Commercial Support:

It is a financial or in-kind contribution given by a Commercial Interest, which is used to pay all or part of the costs of a CPD program.

E-learning material:

E-learning is learning utilizing electronic technologies to access a continuing educational content at a time suitable to a learner. In most cases, it refers to a programme or course delivered completely online. It should utilize modern available information technology options.

Facilitator

An educator whose role is to give direction and encouragement to individuals or groups of participants (alt students), to enable them to acquire new competencies through a process of self-directed learning, either individually or in groups.

Faculty

Faculty includes invited speakers, workshop trainers, session chairs, discussion facilitators, round-table moderators, developers and presenters of educational content and for-

mat of e-learning material etc. It does not include abstract/open paper/slide/poster presenters, speakers in industry symposia, speakers in non-CPD sessions and other non-accredited sessions.

Health professional

Those professions who work in the health field. This includes physicians, pharmacists, dentists, nurses – etc.

Knowledge:

The part of competency that includes an awareness of facts; both theoretical and/or practical understanding of a subject or a specific topic.

Learning Objective

An intended educational outcome for an activity held by an educational provider, relating to skills, knowledge and/or attitude/behavior gained by participants from the course/training. The outcomes should clearly describe what the participant should have learnt or be able to do after participating in the CPD activity.

Live educational event (LEE):

A meeting or an event, its primary purpose is the provision of educational material to health professionals, with the aim that they will achieve educational benefit. It requires presence of a participant on the event's site or a tele-presence when an event takes place. Each form of presence/participation requires a strong mechanism allowing confirmation of participation. It is expected that, as a result of this educational process, patients also will benefit from the lessons, applied in practice, that their health professionals have learned.

Live webinars are considered LEEs. A webinar is a live online educational presentation during which participation by viewers can be confirmed and they can submit questions and answers.

The recording of a live educational event made available online after the event has taken place is not considered a LEE. It is therefore not allowed to transfer the credits granted to a LEE to a viewer of an online recording of the LEE. However, the recording may be considered an e-learning material if it complies with the criteria for the accreditation of e-learning materials.

Needs Assessment

A process of acquiring and analyzing data that reflect the need for a particular educational activity. An evaluation of the difference between current and required knowledge, skills, attitudes or behaviors – used to determine priorities in developing educational activities and to define learning objectives.

Scientific/Organizing Committee

The persons responsible for or who have contributed to the setting up of the event, selection and preparation of the content and the format of the programme, selection of the faculty etc. This excludes both the non-health professional personnel responsible for the logistical organization of the event and the event faculty members not involved in the preparation of the event.

Outcome

A change in knowledge, skills attitude or behavior as a result of participation in a CPD activity.

Peer review

A review of educational or other scientific material or of an individual's professional activity by others who are experts in the same professional field.

Professionalism

A set of values, behaviors and approaches that clarifies the trust the public has in professionals.

Self-education

The learner takes overall responsibility for his or her own educational needs and continued professional development.

Skills

The part of competency that includes the practical and technical skills needed by a doctor in order to carry out his or her professional work. A skill is a learnt capacity or ability to carry out a specific process, usually with minimum outlay of time and/or energy.

Unrestricted educational grant

It is financial sponsorship offered to a CPD provider by the sponsor via a transparent contract. This funding must be given free of any attempt of the sponsor to influence the programme, content, individual sessions, subjects for discussion or choice of faculty members

List of Abbreviations

CEMTA	Compulsory Egyptian Medical Training Authority
CME	Continuing Medical Education
CPD	Continuing professional development
LEE	Life educational Event
LLL	life-long learning

Introduction

The term *lifelong learning* (LLL) is defined as “all learning activity undertaken throughout life, with the aim of improving knowledge, skills and competences within a personal, civic, social and/or employment-related perspective”.

The Life Long Learners must be characterised by being self-directed, have self-monitoring and meta-cognitive skills and reflective behaviour.

The LLL can be formal and informal education. It is Life-wide and self-motivated learning. The learner will be able to do self-examination, self-assessment and apply knowledge and skills with Interaction and fusion. He will be open for holistic approach and universal participation

Medicine and other health care sciences continuously develop and this affects the provision of the health care as a whole. Hence, continuing education is essential to the maintenance and provision of up-to-date high standards of health care for individuals, families and communities.

Healthcare professionals are encouraged to pursue educational and training activities tailored to their scope of practice, and based on their professional needs and competencies.

The educational and training activities have to continue to evolve and adopt the quality standard for continuing professional development (CPD) that include the acquisition of new knowledge, skills, and attitudes to enable competent practice.

The mission of the Compulsory Egyptian Medical Training Authority (CEMTA) is to ensure patient safety and improvement of the medical practice and the quality of health care through setting of standards to obtain a certificate and license of practice and renewal of this license. In addition, CEMTA supports health professionals to meet these standards throughout their careers. Therefore, CEMTA Accreditation was established to ensure that the programs available to healthcare providers satisfy the educational and quality standards required to keep them up-to-date of the developments in their specialties and related fields and ultimately enable them to provide the targeted level of health care to the patients and the community.

Continuing Professional Development (CPD) and Continuing Medical Education (CME)

Continuing Professional Development includes the activities that occur outside formal post-graduate training, which enables health care professionals to maintain and improve their performances across all areas of their practice through the development of knowledge, skills, attitudes and behaviours.

Although CPD and CME can be, and are frequently used interchangeably, most literature has now defined CME as being an ingredient of CPD as professional development is directed to all health care professionals, It covers all learning activities including CME, professional and managerial competencies and otherwise .Thus the term CPD is better to be used than CME.

Importance of CPD

Professional development leads to professional recognition providing a benchmark for individuals and institutions and gives the general population and trainees' confidence that they are being supported by qualified, capable and competent professionals to deliver "Good Medical Practice ".

Benefits OF CPD:

- CPD is necessary in helping individuals, organizations or whole industries to keep knowledge and skills up-to-date.
- Providing CPD allows organizations to become a knowledge bank to key stakeholders of an organization.
- Providing CPD accredited learning help your organization to be recognized and ranked
- Providing the best medical standards for the community.
- CPD accredited training courses, workshops and events allow professionals to use the learning time towards individual CPD requirements.

Individual health professionals should attend CPD-accredited activities and keep a record of their attendance at CPD activities. They are encouraged to give feedback to providers regarding the quality of the activities presented by the CPD Accredited Provider.

A CPD program is the range of resources and activities to support CPD; a mechanism for participants to plan, document and self-evaluate activity; processes for assessing and crediting activities, and procedures for monitoring program participation and, where applicable, activity, quality and auditing compliance.

Categories for learning activities:

Category A: "External credit"

External credit is often “external” to a hospital, invites “external” speakers, or welcomes “external” guests. It tends to involve larger groups of practitioners. In situations where it is difficult to differentiate whether a certified activity qualifies for External Credit rather than Internal Credit, the CPD-Accredited Provider shall make the determination. Certificates of Participation will clearly indicate the amount of External Credit or Internal Credit that is certified.

Category B: Internal credit

Internal credit is often “internal” to a hospital, mostly involves “internal” speakers, and usually involves “internal” employees and staff rather than outside guests.

Category C: Personal Credit

Personal credit involves self-directed learning activities such as reading, medical writing, or completing activities that are not from CEMTA CPD-Accredited Providers.

Accreditation standards:

The community expects that registered medical practitioners will maintain, develop, update and enhance their knowledge, skills and performance so that they are equipped to deliver safe and appropriate care throughout their working lives. The CPD phase of medical education is mainly self-directed and involves practice-based learning activities rather than supervised training.

The education provider therefore requires regular participation in a range of educational activities to meet self-assessed learning needs based on the intended scopes of practice of specialists and, where possible, on practice data.

These activities include:

- ***Live educational event (LEE):***

An event or a meeting whose primary aim is the provision of educational material to health professionals, aiming that they will achieve educational benefit. It requires presence of a participant in person on the event's venue or a tele-presence when an event takes place (such as journal clubs, lectures, courses, workshops, symposia, congresses, seminars, training, etc.). Each form of presence/participation needs a strong mechanism to confirm participation. It is expected that, LEE will benefit patients and their health care professionals.

Live webinar is considered a LEE. It is a live online educational presentation during which participation by viewers can be confirmed and they can share questions and answers.

The recording of a live educational event made available online after the event has taken place is not considered a LEE. Therefore, it is not allowed to transfer the credits granted to a LEE to a viewer of an online recording of the LEE.

However, the recording may be considered an e-learning material if it fulfills the criteria for the accreditation of e-learning materials.

- ***E-learning material:***

E-learning is a type of learning utilizing electronic technologies to access a continuing educational content at a time suitable to a learner. In most cases, it refers to a course or programme delivered completely online. It should utilize modern available information technology options. This type of CPD has to obey the general criteria for CPD

Professional (directed) reading: is a special type of e-learning which may be offered in print format too. It includes reading medical literature and working on medical articles of adequate length which are didactically prepared and contain questions that have to be answered by the health care professional as proof.

- ***Blended learning:***

An educational programme that combines obligatory participation in a LEE and completion of a linked e-learning component. To accredit a blended learning module, the CPD provider will need to apply for both components of the module separately.

- ***Scientific activities:***

Examples are publications in peer-review, medical journals. Sometimes, contributions in other journals or books can be considered as scientific activities.

- ***Quality circles:***

They are structured working groups of health professionals coming together and considering a specific health care problem in a structured manner, usually under the leadership of a moderator, which the purpose of further improving patient care. It is the objective to achieve improvement in quality by an analysis of every day work, peer of review and/or comparison with external parameters, assessment of divergences (evaluation, resp. ascertainment of activity), and development of strategies to improve everyday work, testing new strategies and exchange of experiences and findings.

- ***Supervisions:***

Supervision is a special form of mid- and long-term counseling of teams and organizations aiming at enhancing professionalization of work with patients, team members, contracting parties or different management levels. Thus, supervision in medical CPD is a type of quality assurance of personal, social and/or professional competence, the focus of which may lie in the cognitive, emotional or interactive area.

Activities not eligible for CPD Credit Points

- Activities submitted for accreditation during or after their stay
- If it turns out that the lecturer is not specialized or qualified in the topics of lectures or does not have sufficient experience.
- Preparatory programs for Egyptian or Arab fellowships or any other fellowship.
- Regular morning meetings, endorsements, ward rounds and case revisions.
- internal meetings of a departmental or a medical society
- Activities directed to the public.
- Community and patient awareness sessions.
- Software skills training
- Basic Product Training & Product-specific knowledge.
- Induction and orientation programs.
- Academic degree programs (e.g. postgraduate certificate, diploma, master) and their preparation modules.

Accrediting body of CPD

CPD Accreditation Council is an *independent body/authority* responsible to

- set the standards of CPD
- monitor the activities of CPD
- audit and report the process of CPD accreditation.

CEMTA-CPD Accreditation Council:

- (1) The CPD Accreditation Council is instituted by CEMTA, which determines the chairperson and the number of members.
- (2) The CPD Accreditation Council is responsible for advising CEMTA on the accreditation of CPD providers and the certification of CPD, as well as for the quality evaluation of accredited CPD providers and certified CPD activities.
- (3) The members of the CPD Accreditation Council are required to have adequate experience in the field of national and international CPD.
- (4) In voting, each member has one vote. Members of the CPD Accreditation Council, being involved in a given matter only indirectly, are not entitled to voting.
- (5) The CPD Accreditation Council has its seat within CEMTA, which is responsible for its administrative support.
- (6) The CPD Accreditation Council should not accept educational and training activities submitted or implemented by CEMTA.

CPD providers eligible to apply for CPD accreditation:

Any entity/organization that has a regular, recurring programme of CPD, can meet the accreditation requirements, and is not a commercial interest, defined as “any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients”.

Note: CEMTA will not accept applications from individual course deliverers unless submitted through a registered CPD Provider with CEMTA Accreditation.

- **The organization should be legally recognized.** Examples:
 - Higher education institution (Health sciences, e.g. Medicine, Dentistry, Pharmacy, Nursing, Physiotherapy, Applied Health sciences etc.)
 - Medical societies/associations
 - Health professional education and publishing companies
 - Government agencies
 - Health care facility (hospital, department, medical centers, clinics etc.)
 - Foundations and other non-profit organizations
- Applications submitted by other providers will be considered on a case-by-case basis if the application is supported by an appropriate health professional who will be responsible for the application. This person should be registered with his/her National Regulatory Authority (relevant syndicate).
- **N.B.:** Events where the content, faculty or format is influenced by industry or commercial interest will NOT be considered for accreditation
- The organization should have sufficient educational expertise to develop and manage CPD activities, and have a designated person responsible for CPD activities.
- The organization should be in good standing i.e. does not have complaints or disciplinary actions against it in the year.
- Only if the event was conducted physically outside Egypt, international accreditation from recognized bodies can be accepted.

CPD Provider responsibilities:

- Assure the availability of suitable places for administration and delivery of the educational program.
- Declare in advertisement materials that the program has received accreditation from CEMTA upon a written approval has been received only.

- Ensure participant attendance of the educational sessions, in order to be eligible to receive the assigned credit hours (as mentioned in this guide).
- Register the attendees' names and keep their attendance records and the evaluation forms for at least 3 year.
- Submit the required post-activity documents to CEMTA-Accreditation within the proper time after the end of each program.
- Ensure the compliance of the educational activities with the regulations and rules detailed in this guide.
- Ensure that the CPD Program is a nonpromotional and that the supporting commercial Interest will play no role in the design or conduct of the program.
- *Issue the attendance certificate* (proposed on the website) for the delegates and lecturers.
- The CPD Provider may issue other certificates (e.g. Attendance or Appreciation Certificates) that do not mention CPD or CEMTA using Commercial Interest logos.
- **The CPD Credits certificate:**
 - It should include name of the attendee, name of the provider, name of the program, date, time and location of the program, number of verifiable CPD credits provided by CEMTA and signature of course director and /or supervisor representing the scientific organizing committee of the program.
 - **Accreditation statement:** State clearly the following statement in the provided CPD Credits certificate:
 - For the attendees "This Program is awarded (numbers) CPD Credit hours by **CEMTA (CEMTA accreditation No. ____)**"
 - For the speakers "(numbers) CPD Credit hours were awarded - **CEMTA accreditation No. ____ Faculty**).

Hours Calculating Method in CPD

General Standards for calculation:

The recording of CPD will use the credit point based system. It is based on the time spent on an activity and its impact on the health professionals, patients and the service.

A CPD credit equals one hour (one point) of educational activity. However, a different relationship between time and educational credit may be present in different countries. This should be considered during accreditation of CPD between different accrediting authorities.

In Egypt:

1. One Educational hour is equal to ONE CPD hour for LEE
2. A participant can claim up to 8 CPD hours per day of the LEE.
3. Maximum CPD hours for any program is 30 hours.
4. Maximum accredited CPD hours for any lecture within the program is only ONE CPD hour even if the lecture period for more than one hour.

For the attendant/trainee: One CPD credit = One hour of learning activity.

It is important to treat each learning activity as one

The Following Times are calculating as actual CPD total hour:

1. Live educational event (LEE)
2. Live Surgery
3. Workshop
4. Participation in Panel discussion
5. Video; Live Transmission
6. Case Presentation
7. Hands on "Training"/"Practice"
8. Questions & Answers (not more than 25% of the duration of the lecture).

The Following Times are Not Calculated:

1. Registration
2. Reading the Holy Quran
3. Opening and Closing Remarks
4. Inauguration
5. Introduction
6. CPD Head Speech
7. Discussion at the end of the session

8. Summary
9. Assessments (e.g. pre- and post-test and MCQ's).
10. Coffee and lunch break
11. Prayers
12. Any PRESENTATION that not specified what kind of presentation.
13. Public Directed Activities.
14. Conclusion.

Instructors/Speakers

- They are granted double the number of credit hours allotted to their own particular presentation .
- They can be granted up to 30 credit CPD hours in one program .
- They can claim CPD Credit hours once annually for identical programs irrespective of the number of repetitions

Attendance duration and credit hours:

- For the participant to receive the assigned credit hours, he must attend not less than 75% of the educational program
- This rule applies session by session in case of multi-session programs, where accreditation is based on session basis.

Validity of credit hours

- Awarded credit hours are valid for one calendar year only and each program has to be submitted for re-accreditation each year.
- CPD provider may utilize same credit hours and accreditation number for repeated activities if CEMTA has been informed and its approval has been received.

Definition of recognition of CPD activities

These are the CPD activities that get recognized although they do not follow the standard pathway of CEMTA accreditation, but the activity has widely recognized educational and/or CPD value. Examples are publication in highly ranked journal and when the health professional has decided to obtain CPD credits for an activity that has been certified for high quality in a process other than CPD accreditation (e.g. peer review of an article, acceptance of the lecture/paper for presentation at an accredited CPD event etc.).

The CEMTA recognises the following activities:

- Reviewing scientific/educational material
- Publishing scientific/educational material
- Learning by Teaching
- Being examiner in a CEMTA exam

Note:

- All applications must be submitted on the CEMTA website
- The duration of the reviewing process is two weeks from the date of receipt of the application.

Reviewing scientific and educational material

Scope of recognition: activities performed within the scope of editorial procedures for journals indexed in PubMed.

Reviewing process:

- All authors of a published article can apply.
- Submit the following Material through the CEMTA website:
 - Application form with:
 - Name of the article
 - Name of the journal
 - Impact factor of the journal
 - Reference in PubMed
 - Name of the reviewer
 - Billing information - Confirmation from the editor of the journal

Allocation of credits:

Journal Impact Factor (IF)	Number of credits for 1 article:
None	1 credits
up to 3	3 credits
up to 6	6 credits
More than 6	10 credits

Publishing scientific and educational material:

Scope of recognition: authoring publications in journals indexed in PubMed.

Reviewing process:

- All authors of a published article can apply.
- Submit the following Material through the CEMTA website:

- Application form with:
 - Name of the article
 - The journal (Name, Impact factor)
 - Reference in PubMed
 - Name of the author
 - Billing information - Copy of the article

Allocation of credits:

Journal Impact Factor (IF)	Number of credits for 1 article:	
	<u>Credits for 1st Author</u>	<u>Credits for all Other Authors</u>
None	2 credits	1 credit
Up to 3	4 credits	2 credits
Up to 6	6 credits	4 credits
More than 6	12 credits	6 credits

Learning by Teaching:

Scope of recognition: faculty presentation/participation during the main scientific programme of an CEMTA accredited event.

E.g. Lecture, participation in panel discussion, chair or coordinator of session, oral presentation.

Posters will not be considered for accreditation.

Reviewing process:

- Submit the following Material through the CEMTA website:
 - Application form with:
 - Name of the presentation
 - Name of the CEMTA accredited event
 - Name of the faculty member
 - Billing information
 - Proof from the final programme that the presentation took place

Allocation of credits: 1 presentation = 1 credit

Examiner in a CEMTA Exam*

Scope of recognition: Examiner-taking part in an examination organised by a CEMTA Section.

Reviewing process:

- Submit the following Material through the CEMTA website:
 - Application form with:
 - The examination (name, date, venue)
 - Name of the examiner
 - Allocation of credits: 2 credits/examination
- * **Note:** The same can be applied to Examiner in Exam organised with any other authority that has mutual recognition with CEMTA.

Criteria for approval of CPD events

- The event should be predominantly aimed at post-training health professional.
- Providers should list all of the sponsors involved with the meeting.
- Providers should list any commercial interests that the presenters or speakers have.
- The learning objectives should show measurable outcomes.
- Providers should include details about what the event hopes to achieve, and how this will be put in practice.
- Providers should include a detailed program of the event including an hourly breakdown and a brief description of the session.
- Providers should include a full list of facilitators/speakers. This must include where they are based, details about the posts they hold, and what speaking experience they have in relation to the topic discussed.

Requirements for the accreditation of a CPD activity

All the following requirements should be considered as ESSENTIAL requirements.

THE CPD PROVIDER MUST:

1. Set-up and organize the LEE to fulfil defined educational needs.
2. Define the “target audience” for whom the LEE is most likely to be suitable.
3. Identify and communicate the expected educational outcome(s) of the LEE.
4. Provide the title of the LEE, its place, date(s), and a clear description of the nature of the event.

Title: must be fixed and used in all the event materials. An industrial sponsor’s or a commercial product’s name is not allowed to be in the title of the event.

Nature of the event should be stated whether the event is a:

- Congress, Conference, Course, Satellite symposium, Hands-on workshop
- Other: please clarify...

Note: CEMTA will NOT accredit commercial symposia.

THE LEE MUST:

- 5. Be presented in a way suitable for national and/or international audience.**
- 6. Include methods to promote adult active learning.**

The CEMTA encourages the use of following methods, singly or in a combination:

- Discussion time, Quiz, Q&A session, Groups, Open space, Training session, Electronic communication
- Other methods: please clarify...

- 7. Be conducted in agreement with all appropriate ethical, regulatory, medico-legal, industry-based and legal requirements.**

THE CPD PROVIDER MUST:

- 8. Provide detailed data on the duration of the LEE.**
- 9. Indicate the mechanism(s) capable to verify that the learner has engaged with the LEE to fulfil the educational objective(s).**

(explain methods of monitoring the participants' attendance during the event and include in the learner's feedback form questions concerning the content and speakers).

Note: Registration of attendance at the event is not sufficient.

- 10. Provide a short description of the CPD Provider organisation(s).**
- 11. State the title, name and occupation of the individual responsible for preparing the LEE.**

Note: This person cannot be a professor/doctor/member of staff working for the industrial sponsor or educational company of the LEE.

- 12. Provide the name, title and contact details of a senior health professional responsible for the application for accreditation of the LEE. This health professional must be registered with a National Syndicate (registration details must be provided).**

- 13. Provide the name(s), job title(s) and contact details of the head, and all other members of the Scientific and/or Organising Committee.**

Note: It is not allowed for a member of the industrial sponsor's (of the LEE) staff to be on the Scientific/Organising Committee.

- 14. Be sure that all members of the Organising and/or Scientific Committee provide written declarations of conflicts of interest.**

- 15. Confirm resolving any actual conflicts of interest.**

Note: All conflicts should be excluded from the setting up of the scientific programme.

16. Be sure that all the Faculty provide written declarations of any conflicts of interest.

17. Provide the latest version of the programme of the LEE at the time of application. The programme must contain as a minimum:

- expected learning outcomes
- titles of symposium, lectures, etc.
- beginning and end time of individual lectures, sessions and workshops
- details of faculty members

Note:

- It is not allowed for an industry member to be on the scientific programme.
- Any major changes in the accredited programme will require submission of a new application.

18. All the funding source(s) for the LEE must be declared, and be made available and accessible to Learners.

THE SCIENTIFIC AND/OR ORGANISING COMMITTEE MUST:

19. Ensure that the LEE will provide a programme that presents a scientifically balanced view of the included subjects.

This must include neutrality in the arrangement of subjects, lecturers and opportunity for discussion.

20. Confirm that it has determined the content of the LEE to be free of any try by sponsors to affect the Committee's decisions.

21. All educational material must not contain any form of advertising and bias.

THE CPD PROVIDER MUST:

22. Submit information regarding the schedule of registration fees for the Learners.

Registration fee: A LEE may be provided free of charge but only if all attendants are admitted without fee (supported for example from an unrestricted grant or subsidized by a scientific society...) and without sponsorship from industry.

23. Provide a reliable and effective ways for the learners to provide feedback on the LEE, including the extent to which the educational objectives of the LEE were met. The CPD provider must commit to make available to the CEMTA a report on this feedback and on the provider's responses to it.

24. Confirm that it will comply with the applicable national rules, guidelines and industry standards concerning exhibition areas where companies are permitted to display their goods.

Outcomes of the application:

1. Until confirmation of accreditation has been sent to the CPD Provider, the only permissible statement that can be used by the CPD Provider on material related to the LEE is **“An application has been submitted to CEMTA for CPD accreditation of this event”**.

2. Confirmation of accreditation of the LEE by CEMTA will permit the provider to use a statement to this effect (**prepared by the CEMTA ACCREDITATION**) on and within the material. This will be confirmed on the CEMTA website, where the maximum number of Credit hours granted will be stated. **Only after receiving confirmation of accreditation the CPD Provider can use the CEMTA ACCREDITATION logo on material related to the LEE.**

- The logo may only be used in conjunction with, and in closeness to, the CEMTA ACCREDITATION statement and must not be concomitant with any commercial logo.
- The logo cannot be used in notices, advertising, or promotion of activities other than in association with the CEMTA ACCREDITATION statement.

3. **Accreditation by the CEMTA of a LEE will be for the specific event nominated on the application form.** It is not allowed to transfer this accreditation to any other event.

Guidelines concerning displayed event material

Commercial Support & Sponsorship

- The choice of educational subjects, presenters, and course materials should depend on the educational needs of health professionals and must not be influenced by commercial sponsors.
- *All educational material must be free of any form of promotion and bias towards a particular service, product, therapy or company*
- Use generic names instead of trade names in all educational materials and presentations. When trade names are employed, it is preferable to use the trade names belonging to several companies rather than that of a single commercial sponsor.
- Presented materials must give a balanced view of all relevant therapeutic alternatives available rather than one particular choice.

Note: The CEMTA will reject any application that, *in its opinion*, includes advertising of any product or company directly related to any educational material (essential criterion).

Examples lead to an automatic application rejection:

- If the titles of the scientific programme, a scientific session or a scientific lecture contain a sponsor's name.
- If the brand names and/or individual logos are displayed in scientific lectures or in the scientific programme.

The CEMTA will accept acknowledgement in a single page in the scientific programme, where all sponsors are recognised for their support of the LEE.

- The only form of promotion allowed is the acknowledgement that the company has contributed to the educational program by provision of a grant without specific mention of the commercial products or specific services.
- In case of industry satellite symposia, the details of (title, presenters, sessions, sponsors...) may only be published in a separate section after the scientific programme.
- All advertising constituents (including the listing of exhibitors) must be clearly distinguished and separated from the educational/scientific components of the programme and identified separately.

- In case of sponsorship being in the form of material used for hands-on workshops (i.e. equipment and surgical instruments etc.), the CPD providers have to include in the programme a statement to inform the participants about the presence of a variety of similar products that they can use beyond the ones displayed at the event.

1. Programme booklet

Names and advertisements of companies must not appear next to scientific and educational information. The booklet should contain two sections:

I. A first section for all the educational/scientific information, such as:

President's introduction, invitation, scope of the event, organising/scientific committees, list of faculty, programme overview, scientific programme etc.

In the scientific programme and overview, sponsored symposia should be identified as such, but the names of the sponsors must not be mentioned, neither the details such as title, speakers, etc. They can be indicated with a formula for example "industry-sponsored symposium".

Adverts, acknowledgements of sponsors etc. must not appear within this first "scientific" section.

II. A second section for all the other information, for example:

- Registration, site, etc.
- Detailed list of sponsored sessions, with the titles, presenters, logos and names of sponsors.
- Acknowledgement of sponsors, where the names and logos of sponsors may appear.

Advertisement from industry.

- Industry logos/names may also not appear near the CEMTA accreditation statement.
- Commercial advertisements may not be published on the second page (inside front cover) and inside the first section (educational/scientific information section) of the programme booklet.
- Sponsors' logos and names may not appear on the front cover of the programme.

2. Website

The same principle applies, whereby industry names/logos may not appear alongside educational/scientific information. In this respect:

- All versions of the programme (any forms of “uploads” and programmes as webpages) must follow the instructions mentioned above.
- Sponsors’ logos and names, as well as advertisements from industry, may not appear on the home page, on all the pages with educational/scientific information, and ideally should be placed under a separate tab dedicated to sponsors. Do not have commercial logos in the vicinity of the accreditation statement of CEMTA.

3. Exhibition:

- If commercial exhibits are accompanying the CPD Program, arrangements for the commercial exhibition must not influence planning, nor interfere with the presented educational material.
- Representatives of commercial interests should not involve in promotional activities or sales during the scientific activity.
- Commercial displays (e.g. banners with products name) may not be placed in the same room with or during conducting the educational activities.
- Declaration of support/sponsorship by the relevant commercial body may be presented on pre-event advertisements. This may include using the logo of the commercial organization.
- No drug or product advertisement should appear on or with any of the written materials (e.g. preliminary or final programs, brochures, or advance notifications) for the event.

All presenters/speakers sharing in CPD activity should have no potential conflicts of interest or support that might cause a bias in their presentation.

- All presenters are responsible to express and resolve to both CEMTA and the participants any competing interests regarding the presented information.

Quality Assurance

- The completed accreditation form should be submitted alongside with the supported documents.
- Educational activities are conducted by experienced and qualified presenters
- Advertising for CPD activities must show the educational objectives of the Program; the target audience, the cost of the Program to the participant, the items covered by the cost and the amount of earned CPD credit in compliance with CEMTA accreditation guideline.
- The information in the presented materials must be accurate, independent, up-to-date and evidence-based.
- To ensure quality and compliance with the CEMTA guidelines, representative of CEMTA has the right to randomly check/attend accredited CPD activities without previous notification.
- CPD Providers should submit a short report of each accredited program to CEMTA. This report must include a sample of the used evaluation form, evaluation summary and attendance sheet. CPD Providers should keep all records for not less than 3 yrs.

Violations

- Failure of a provider to disclose relevant information regarding any sponsorship may subject him to penalty ranging from being barred from applying for accreditation in the future up to financial penalties and potentially legal action.
- CEMTA Accreditation has the right to cancel/suspend privileges for current/future activities organized by any CPD Provider involved in the planning of activities not compliant with current guidelines.
- The violation may be (a) Advertisement violation (In case of violation of any of the above rules regarding advertising for CPD activities) and/or (b) Program Management violation (In case of violation of any of the above rules regarding program planning, design or implementation).
- Not providing the required post-event necessary documents within 30 working days.

- Providing CPD certificate to a person who did not attend the activity.
- Issuing CPD certificates, which do not comply with CEMTA accreditation rules concerning CPD certificates.
- More than one penalty fee may be charged if the CPD Provider commits more than one violation in the same program.
- The provider has the right to present his objections and explanations in writing, within a week from receiving violation letter, prior to place happened violation in his profile.

Complaints

- All complaints, supported by documents where possible, should be submitted in writing and signed by the CPD Provider.
- Inquiries/complaints will be considered only if received within two weeks of the received reply from the CEMTA Accreditation office about the status of the Program.

References:

- National sources:
 - Egyptian Medical Syndicate: (2010)
مشروع إنشاء مركز اعتماد البرامج التدريبية
 - Higher Education Reform Experts (HERE) Committee, Technically Assisted Mission (TAM): Accreditation of Continuing Professional Development in Health Sector Egypt (2017)
- International sources:
 - CPD Accreditation Policy and Procedures, Version 2.1, 2010: Dubai Government, Dubai Health authority, Department of Medical Education
 - Saudi Commission for Health Specialties, Saudi Arabia, 2009 (www.scfhs.org.sa/cme)
 - UAE government, Abu Dhabi, Department of Health, Continuing Medical Education CME, Continuing Professional Development CPD (<https://www.haad.ae/cme/>)
 - European Accreditation Council for Continuing Medical Education (EACCME®) (<http://www.accme.org>)
 - UK, General Medical Council (<https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/continuing-professional-development>)
 - Regional Guidelines for Continuing Medical Education (CME)/Continuing Professional Development (CPD) Activities: World Health Organization, Regional Office for South-East Asia 2010
 - The Medical Association of Tanzania, Continuing Professional Development (CPD) Award System (2012)
 - Accreditation Council for Continuing Medical Education (ACCME), USA (www.accme.org)